

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



(*)

NUMBER 11.8

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Vehicle Hands-on Testing Prior to Purchase

APPROVED: My Quattroms

Michael Quattrone, Fleet Manager

PURPOSE: Vehicle Acquisition Process Provides for Hands-on Testing Prior to

Purchase

PROCEDURE: Following receipt of a new vehicle request form or prior to scheduled

vehicle replacement, Equipment Services decides whether hands-on

vehicle demonstrations and testing is required. Based on this

assessment, vendors are scheduled to bring vehicles on site so that personnel from Equipment Services and effected divisions can test and

evaluate:

Functionality

• Work performance

Ergonomics

Optional equipment

These tests can include use of the equipment by drivers assigned to the division(s) to assess operation in the setting in which it will be deployed.

PREPARED BY: Carl Greenfield, Equipment Analyst

DATE: December 7, 2010

Phone: 585.428.6855 Fax: 585.428.6010 TTY: 585.428.6054 EEO/ADA Employer